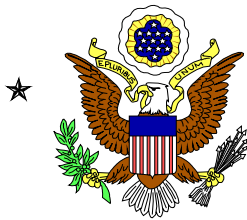


# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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★ **JOB OPPORTUNITY NUMBER: FY 15-015**

**POSITION: Jury Clerk**

**LOCATION: Alexandria, VA**

**Opening Date: September 17, 2015**

**Closing Date: October 9, 2015**

**Applications received by September 28 will receive first consideration**

**CLASSIFICATION LEVEL/SALARY RANGE: CL 25 (\$42,114 - \$52,668)**

**Actual starting salary dependent on qualifications.**

## **POSITION OVERVIEW**

This position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Alexandria. The incumbent assists in the jury process from beginning to end, ensuring the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. Additional duties include administrative work in support of Naturalization Ceremonies as well as having financial duties in support of the financial section.

## **DUTIES AND RESPONSIBILITIES**

### **Jury Duties:**

- Perform duties relating to master wheel refill and grand jury selection. Monitor and record the jury questionnaire process, juror attendance and selection. Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons which includes data entry and preparing excusal letters.
- Prepare and conduct juror orientation and assist jurors with their logistical needs (parking, lodging, refreshments, etc.) Direct jurors to assigned courtrooms to complete the selection process for trials and grand juries.
- Operate the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on jurors' data entry and make appropriate corrections.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and/or advise jury administrator on non-compliant jurors.
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Work with and coordinate needs and jury activity with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Enter and compile information regarding empaneled jurors in JMS and eJuror. Provide jury panel information for judges, Clerk and jury administrator.

**Naturalization duties:**

- Schedule dates for Naturalization ceremonies by coordinating dates and confirming arrangements with U.S. Citizenship and Immigration Services (USCIS) officers, judges, courtroom deputies, GSA, and US Marshals Service, for on and offsite ceremonies. Prepare and distribute calendar for hearing dates, and reserve courtroom for ceremony.
- Coordinate speakers, service organizations, other governmental agencies and special guests as requested by the judge. Work with Daughters of the American Revolution (DAR) and Office of Voters registration to attend the ceremonies.
- Answers inquiries from the public with regards to naturalization procedures. Assist applicants with verification of information and signing of certificates. Process petition for Name Change forms provided by USCIS and provide copies at the ceremony.
- Prepare and submit court orders for naturalization to judge for signature.
- Ensure courtroom is set up with the appropriate number of seats prior to the ceremony. Restore courtroom or ceremony site to original condition as applicable.
- Serve as back up for courtroom deputy by attending the ceremony, administering oaths, and providing assistance to the public and chambers.

**Finance duties:**

- Establish new case related judgments in the financial system.
- Research returned Treasury checks.
- Process monthly Bureau of Prison report.

**QUALIFICATIONS**

Applicants must have two years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures. This experience must have included the demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Prior court experience is preferred. A working knowledge of national and local jury policies and procedures is also preferred.

**Other Requirements:**

Ability to communicate information accurately, effectively, and in a timely manner to individuals within and outside the court unit. Skill and accuracy in working with numerical calculations. Skill in the use of applicable automated systems, including the ability to work in financial systems. Incumbent must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, customer service, and interpersonal skills.

**EDUCATION**

College degree preferred. High school diploma or equivalent required.

**BENEFITS**

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance

- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service
- Optional participation in the Transit Subsidy Program

## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## **APPLICATION INFORMATION**

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under “Related Links” on the Career Opportunities page of our website), and a list of references.

To ensure consideration, applications must be received **by September 28, 2015**. Submit electronically to: [career@vaed.uscourts.gov](mailto:career@vaed.uscourts.gov) Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

**The United States District Court is an Equal Opportunity Employer.**